



Sage Oak Charter Schools

Regular Meeting of the Board of Directors

Published on May 2, 2025 at 9:25 AM PDT

Date and Time

Thursday May 8, 2025 at 9:00 AM PDT

Location

Sage Oak Charter Schools

1473 Ford Street, Suite #105
Redlands, CA 92373

Regus- Gateway Chula Vista

333 H Street, Suite 5000
Chula Vista, CA 91910

[Join Zoom Meeting](#)

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MISSION STATEMENT

Educating students through a personalized and collaborative learning approach, empowering them to lead purposeful and productive lives.

THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE

Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice.

REASONABLE LIMITATIONS MAY BE PLACED ON PUBLIC TESTIMONY

The Governing Board’s presiding officer reserves the right to impose reasonable time limits on public testimony to ensure that the agenda is completed.

REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY

Pursuant to the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting of the Governing Board may request assistance by contacting Sage Oak Charter Schools.

Agenda

	Purpose	Presenter	Time
I. Opening Items			9:00 AM
A. Call the Meeting to Order		Board President	1 m
B. Record Attendance		Board President	1 m
Roll Call:			
William Hall, President			
Michael Humphrey, Vice President			
Steve Fraire, Clerk			
Susan Houle, Member			
Peter Matz, Member			
II. Pledge of Allegiance			9:02 AM
A. Led by Board President or designee		Board President	1 m
III. Approve/Adopt Agenda			9:03 AM
A. (Action) Approval of Agenda for May 8, 2025 Regular Meeting of the Board of Directors	Vote	Board President	1 m
It is recommended the Board approve the agenda for the Regular Meeting of the Board of Directors on May 8, 2025, as presented for Sage Oak Charter School			

	Purpose	Presenter	Time
(#1885), Sage Oak Charter School - Keppel (#1886), and Sage Oak Charter School - South (#2051).			

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Peter Matz

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent ____

IV. Approve Minutes

9:04 AM

- | | | | | |
|-----------|---|-----------------|-----------------|-----|
| A. | (Action) Approval of Minutes for March 13, 2025 Regular Meeting of the Board of Directors | Approve Minutes | Board President | 1 m |
|-----------|---|-----------------|-----------------|-----|

It is recommended the Board approve the minutes from the Regular Meeting of the Board of Directors on March 13, 2025, as presented for Sage Oak Charter School (#1885), Sage Oak Charter School - Keppel (#1886), and Sage Oak Charter School - South (#2051).

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Peter Matz

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

- | | | | | |
|-----------|---|-----------------|-----------------|-----|
| B. | (Action) Approval of Minutes for March 28, 2025 Special Meeting of the Board of Directors | Approve Minutes | Board President | 1 m |
|-----------|---|-----------------|-----------------|-----|

It is recommended the Board approve the minutes from the Special Meeting of the Board of Directors on March 28, 2025, as presented for Sage Oak Charter School (#1885), Sage Oak Charter School - Keppel (#1886), and Sage Oak Charter School - South (#2051).

Roll Call Vote:

William Hall

	Purpose	Presenter	Time
Michael Humphrey			
Steve Fraire			
Susan Houle			
Peter Matz			
Moved by _____	Seconded by _____	Ayes _____	Nays _____ Absent _____

- | | | | | |
|-----------|---|--------------------|-----------------|-----|
| C. | (Action) Approval of Minutes for April 10, 2025
Board of Directors Study Session | Approve
Minutes | Board President | 1 m |
|-----------|---|--------------------|-----------------|-----|

It is recommended the Board approve the minutes from the Board of Directors Study Session on April 10, 2025, as presented for Sage Oak Charter School (#1885), Sage Oak Charter School - Keppel (#1886), and Sage Oak Charter School - South (#2051).

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Peter Matz

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

V. Public Comment - Closed Session

The public has a right to comment on any items of the Closed Session agenda. Members of the public will be permitted to comment on any other item within the Board's jurisdiction under the section Public Comments/Recognition/Reports.

VI. Adjourn to Closed Session 9:07 AM

- | | | | | |
|-----------|---|------|-----------------|-----|
| A. | The Board Will Consider and May Act on Any of
the Closed Session Matters | Vote | Board President | 1 m |
|-----------|---|------|-----------------|-----|

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Peter Matz

	Purpose	Presenter	Time
Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____			
VII. Closed Session			9:08 AM
A. Closed Session Agenda		Board President	25 m
1. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION			
(Gov. Code Section 54956.9(d)(4)) [One matter]			
2. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION			
(Gov. Code Section 54956.9(d)(1))			
a. Lares v. The Collaborative Charter Services Organization, et al.			
3. PUBLIC EMPLOYEE PERFORMANCE EVALUATION			
Pursuant to Gov. Code 54957			
a. Annual Performance Evaluation, Superintendent of Schools/CEO			
VIII. Reconvene Regular Meeting			9:33 AM
A. Report Out Any Action Taken in Closed Session		Board President	1 m
IX. Public Comments/Recognition/Reports			
Please submit a Request to Speak to the Board of Directors using the chat feature on the right-hand side of the Zoom platform. Please state the agenda item number that you wish to address prior to the agenda item being called by the Board President. Not more than three (3) minutes are to be allotted to any one (1) speaker, and no more than twenty (20) minutes on the same subject. This portion of the agenda is for comments, recognitions, and reports to the Board and is not intended to be a question-and-answer period. If you have questions for the Board, please provide the Board President with a written statement, and an administrator will provide answers at a later date.			
X. Correspondence/Proposals/Reports			9:34 AM
A. Principals' Year in Review		Erin Bunch	13 m
Lana Beshara, Director of Virtual Learning/Principal			
Chelsey Anema, Director of Personalized Learning/Principal			
Traci King, Director of Secondary Education/Principal			
B. Student Highlight		Erin Bunch	12 m

	Purpose	Presenter	Time
	Student: Julien Farewell, 6th Grade Teacher: Alison James		
C.	Teacher Appreciation Shirlee Fisher, Personalized Learning Academy Madison Ramer, Virtual Learning Academy Brandy Yurkosky, High School	Erin Bunch	5 m
D.	AI Update - Building Smarter AI (Part 2)	Brad Bookser	15 m

XI. Consent Agenda

10:19 AM

Items listed under Consent are considered routine and will be approved/adopted by a single motion. There will be no separate discussion of these items; however, any item may be removed from the Consent Agenda upon the request of any member of the Board, discussed, and acted upon separately.

The items below form our Consent Agenda. The last item in this section is a single vote to approve them en masse.

A.	Consent - Business Services	1 m
	<ol style="list-style-type: none"> 1. Check Register - March 2025 2. Check Register - April 2025 3. Report of Investment Activity - February 2025 4. Report of Investment Activity - March 2025 5. Ratification of CliftonLarsonAllen LLP Statement of Work - Tax Exempt Returns and Filings 6. Ratification of CloudHesive, LLC Change Order Form 7. Ratification of Otter.ai, Inc. Service Order 8. Ratification of WPENGINE, Inc. Service Order Form (Renewal) 9. Ratification of Sage Intacct, Inc. Agreement (Renewal) 10. Ratification of Centerpoint Church Facility Use Request and Agreement Form 11. Ratification of Wendy Cleaning Services Agreements 12. Ratification of CloudHesive Statement of Work 13. Ratification of City of Redlands Use of Facilities Agreement 14. Ratification of 2025-2026 BoardOnTrack Membership Agreement (Renewal) 15. Ratification of Springhill Suites Corona Riverside Banquet Event Order 16. Magic School, Inc. Quote and Order Form (Renewal) 17. Cidi Labs Terms and Conditions, Enterprise SaaS License and Support Services 	

	Purpose	Presenter	Time
	18. Rossmoor Community Services District User Permit		
	19. Association of Personalized Learning Schools & Services (APlus+) Contract Services Agreement (Renewal)		
	20. Standard Industrial Lease with 11 Alabama Partnership L.P.		
	21. Vehicle Purchasing Documents		
	22. City of Yucaipa Community Services Permit #R7251		
	23. Complete Trailers of CA, LLC Quote		
	24. Courtyard by Marriott Event Sales Agreement Contract		
B.	Consent - Education Services		1 m
	1. Ratification of AVID Center Products and Services Quote/Order (Renewal)		
	2. Ratification of Zearn Master Services Agreement (Renewal)		
	3. Ratification of Renaissance Learning, Inc. Quote #Q-126071 v2 and Terms of Service		
C.	Consent - Human Resources		1 m
	1. Approval of Certificated Personnel Report		
	2. Approval of Classified Personnel Report		
	3. Approval of Job Descriptions		
	4. Approval of 2025-2026 Certificated Employee Work Year Calendars		
	5. Approval of 2025-2026 Classified Employee Work Year Calendars		
	6. Ratification of 2025-2028 Memorandums Of Understanding (MOU) - Center for Teacher Innovation (CTI) Induction Program		
	7. Approval of Change to Employer Contribution Rates for Employee Benefits Plans		
D.	Consent - Operations & Accountability		1 m
	1. Ratification of Parsec Education, Inc. Service Order and Terms & Conditions (Renewal)		
E.	(Action) Approval of Consent Agenda	Vote	Board President
	It is recommended the Board approve the Consent Agenda as presented for Sage Oak Charter School (#1885), Sage Oak Charter School - Keppel (#1886), and Sage Oak Charter School - South (#2051).		

Roll Call Vote:

	Purpose	Presenter	Time
William Hall			
Michael Humphrey			
Steve Fraire			
Susan Houle			
Peter Matz			
Moved by _____	Seconded by _____	Ayes _____ Nays _____ Absent _____	

XII. Human Resources

10:24 AM

- | | | | | |
|-----------|--|------|------------------|-----|
| A. | (Action) Approval of Assistant Superintendent of Human Resources Candidate | Vote | Krista Woodgrift | 8 m |
|-----------|--|------|------------------|-----|

It is recommended the Board approve the Assistant Superintendent of Human Resources candidate, Dr. Tamar Kataroyan, and be placed on step E of the Assistant Superintendent Salary Schedule, with an annual salary of \$230,730, for Sage Oak Charter School (#1885), Sage Oak Charter School - Keppel (#1886), and Sage Oak Charter School - South (#2051), effective July 1, 2025.

Fiscal Impact: \$230,730

Sage Oak Charter Schools - Helendale (#1885) \$186,661

Sage Oak Charter Schools - South (#2051) \$26,995

Sage Oak Charter Schools - Keppel (#1886) \$17,074

Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Peter Matz

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

- | | | | | |
|-----------|--|------|----------------|-----|
| B. | (Action) Approval of Employer Contribution Increase to Employee Flexible Spending Accounts (FSA) | Vote | Candice Coffey | 3 m |
|-----------|--|------|----------------|-----|

It is recommended the Board approve an increase in the employer contribution toward employee Flexible Spending Accounts (FSAs) from \$300 annually to \$750 annually, effective the 2025-2026 school year, for Sage Oak Charter School (#1885), Sage Oak Charter School - Keppel (#1886), and Sage Oak Charter School - South (#2051).

Fiscal Impact: \$203,488

	Purpose	Presenter	Time
<p>Sage Oak Charter School (#1885): \$164,622</p> <p>Sage Oak Charter School - Keppel (#1886): \$15,058</p> <p>Sage Oak Charter School - South (#2051): \$23,808</p> <p>Roll Call Vote:</p> <p>William Hall</p> <p>Michael Humphrey</p> <p>Steve Fraire</p> <p>Susan Houle</p> <p>Peter Matz</p> <p>Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____</p>			
C.	(Action) Approval of Declarations of Need (DON) for the 2025-2026 School Year	Vote Candice Coffey	2 m
<p>It is recommended the Board approve the Declarations of Need for the 2025-2026 school year, as presented for Sage Oak Charter School (#1885), Sage Oak Charter School - Keppel (#1886), and Sage Oak Charter School - South (#2051).</p> <p>Fiscal Impact: N/A</p> <p>Roll Call Vote:</p> <p>William Hall</p> <p>Michael Humphrey</p> <p>Steve Fraire</p> <p>Susan Houle</p> <p>Peter Matz</p> <p>Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____</p>			
XIII. Calendar			
<p>The next scheduled meeting will be a Regular Board of Directors Meeting held on June 12, 2025.</p>			
XIV. Comments			10:37 AM
A.	Board Comments		3 m
B.	Superintendent Comments		2 m

Purpose	Presenter	Time
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XV. Closing Items

10:42 AM

A.	Adjourn Meeting	Vote	Board President	1 m
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Roll Call Vote:

William Hall

Michael Humphrey

Steve Fraire

Susan Houle

Peter Matz

Moved by _____ Seconded by _____ Ayes _____ Nays _____ Absent _____

FOR MORE INFORMATION

For more information concerning this agenda, contact
Sage Oak Charter Schools.